

STATE OF NEW JERSEY



COUNTY SURROGATE

C200000-999

Bureau of Archives and History
Records Management Section

REQUEST FOR APPROVAL OF RECORDS RETENTION SCHEDULE

1. AGENCY NO. C 20000 911	2. DEPARTMENT Judiciary	3. DIVISION Administrative Office of the Courts	4. BUREAU, OFFICE, ETC. Surrogate
5. AGENCY REPRESENTATIVE Robert D. Lipscher		6. TITLE Administrative Director of Courts	7. TELEPHONE NO. 984-0275
8. SCHEDULE APPROVAL			

THE RECORDS COVERED BY THIS SCHEDULE, UPON EXPIRATION OF THE RETENTION PERIODS, SHALL BE DEEMED TO HAVE NO CONTINUING VALUE TO THE STATE OF NEW JERSEY AND WILL BE DISPOSED OF AS INDICATED IN ACCORDANCE WITH THE LAW AND REGULATIONS OF THE STATE RECORDS COMMITTEE. THIS SCHEDULE SHALL BECOME EFFECTIVE ON THE DATE APPROVED BY THE STATE RECORDS COMMITTEE.

9. SIGNATURE OF AGENCY REPRESENTATIVE Robert D. Lipscher	DATE	10. SIGNATURE OF SECRETARY, STATE RECORDS COMMITTEE <i>William C. Hughes</i>	DATE APPROVED 1/20/82
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11. ITEM NO.	12. RECORD TITLE AND DESCRIPTION	13. AUD (X)	14. RETAIN IN AGENCY RECORDS CTR.	15. DISPOSITION (DESTROY/ ARCHIVE)
1-00	Accounts of Executors, Administrators, Guardians, Assignees and Trustees Accounting in the matter of trusts created under last will and testaments of deceased persons - increases and decreases on proceeds of assets, total dividends and interest received, list of assets, balance of trust funds Commissions allowed and disbursements.		Permanent *	
2-00	Administration ad Prosequendum Granting of administration ad prosequendum certification for the purpose of enabling plaintiff to prosecute an alleged claim of the next of kin of deceased whose death was caused by defendant through an act, neglect or default.		Permanent **	
3-00	Administration Book Includes: copies of letters testamentary of administration, guardianship, and of trusteeship; renunciation, bonds, judgments, and riders if any power of attorney; copy of death certificate and complaint for administration and affidavits of next of kin		Permanent *	
4-00	Adoption Records (confidential)			
4-01	Case Files Include petition, agency consent, deposition(s),		Permanent **	

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11. ITEM NO.	12. RECORD TITLE AND DESCRIPTION	13. AUD (X)	14. RETAIN IN		15. DISPOSITION (DESTROY/ARCHIVES)
			AGENCY	RECORDS CENTER	
4-01.(cont'd)	order fixing day for hearing, decree permitting adoption, application to adopt, minor's consent to adoption, surrender of natural mother and/or father, consent of natural mother and/or father, appointment of investigator, copy of agency's charter.				
4-02.	Index Card File Index to files.		Permanent		
5-00.	Appointment of Administrators and Guardians		Permanent*		
6-00.	Assignees: Lists of creditors of deceased, total claim of each, sworn deposition, notice to creditors, general unsecured claims and total unsecured claims.		Permanent**		
7-00.	Bank Books	X	6 yrs.		Destroy
8-00.	Bank Statements	X	6 yrs.		Destroy
9-00.	Bonds of Administrators, Guardians and Other Fiduciaries	X	Permanent*		
10-00.	Cash Book All monies paid into Surrogate's Court and paid out to proper party under court order; lists estate name, amount paid, bank of deposit, check numbers, or cash and monthly balance with proof sheet.	X	Permanent**		

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			AGENCY	RECORDS CENTER	
11-00.	Daily Balance Cash Book	X	5 yrs.		Destroy
12-00.	Cash Register Tapes	X	After Audit		Destroy
13-00.	Checks, Cancelled	X	5 yrs.		Destroy
14-00.	Court Calendars		Current yr. plus 2 yrs.		Destroy
15-00.	Deposit Slips				
15-01.	Original	X	5 yrs.		Destroy
15-02.	Copies	X	3 yrs.		Destroy
16-00.	Depositions (Other than proving wills)		3 yrs. after termination of case		Destroy
17-00.	Destruction Request and Authorizations of Assignment Judge				
17-01.	Original		Permanent		
17-02.	Copies		Periodic Review		Destroy
18-00.	Discharges Given Fiduciaries		Permanent*		

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11. ITEM NO.	12. RECORD TITLE AND DESCRIPTION	13. AUD (X)	14. RETAIN IN		15. DISPOSITION (DESTROY/ ARCHIVES)
			AGENCY	RECORDS CENTER	
19-00.	Docket Books Include date, docket number, all actions and dates, and executive personnel.		Permanent		
20-00.	Guardian Books Include affidavit of father or mother or person standing in loco parentis, complaint, acceptance of appointment of guardianship, power of attorney, surety bond and agreement and facility of payment affidavits.		Permanent**		
21-00.	Lunacy Guardian Books Include court order, Guardian's acceptance, power of attorney, renunciation, surety bond and agreement, order declaring mental incompetence and appointment of guardian.		Permanent**		
22-00.	Indices Include date, estate name, entries in books, bonds, documents filed, daily docket number and remarks.		Permanent		
23-00.	Inventories (including Guardians Inventories) Appraisals of estates of deceased (chattels, stocks, bank accounts) depositions of executor of will of deceased, and of appraiser.		Permanent*		
24-00.	Letters of Administration and Guardianship		Permanent*		
25-00.	Incompetencies, Lunatics, and Idiots Case Files Include court documents relating to attempts to declare person incompetent: also include documents relating to the appointment of guardian.		30 yrs. after case closed		Archives

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			AGENCY	RECORDS CENTER	
26-00.	Oaths of Personnel		Termination of employment plus 1 yr.		Destroy
27-00.	Orders, Court		Permanent*		
28-00.	Orphan's Court				
28-01.	Minutes		Permanent*		
28-02.	Records Books Contains judgment allowing account and distributing of estate, order to show cause, court order confirming sale of lands, receipt, court order for appointment of guardian, judgment of final account.		Permanent**		
29-00.	Partitions Record division of real or personal property between co-owners or co-proprietors, upon death of one.		Permanent**		
30-00.	Petitions, Complaints for Administration/Guardianship		Permanent**		
31-00.	Probate Case Files Include summons and complaint, copies of will and death certificate, power of attorney, qualification proof, judgment for probate, letters testamentary, acceptance of testamentary trusteeship, motion, and order to limit creditors; transfer inheritance tax, proof of advertisement, judgement barring creditors, releases, complaint in action for settlement of first and final account, and for distribution; account, affidavit of legal services, certification of non- military service, notices, affidavits, proof of mailing notices, final judgment, correspondence.		Permanent**		

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			AGENCY	RECORDS CENTER	
32-00.	Receipts				
32-01.	Copies of receipts issued by Surrogate for fees and commissions	X	2 yrs.		Destroy
32-02.	Receipts or copies of receipts given fiduciaries	X	Permanent*		
33-00.	Releases and Discharges (of funding bond)		Permanent**		
34-00.	Renunciation, Requests and Revocations		Permanent*		
35-00.	Reports of Sales of Real Estate (related to decedent's estate)		Permanent**		
36-00.	Statistical Reports to Administrative Director of the Courts (copies)		3 yrs.		Destroy
37-00.	Surrogate's Journal Contains affidavits in lieu of guardianship, of next of kin, on petition for letters of guardianship, acceptance, renunciations, and requests.		Permanent		Archives
38-00.	Taxes				
38-01.	Collateral Inheritance Tax Includes testator or intestate, person subject to tax, executors, trustees, or administrators; date of probate or will, cash value, tax amount assessed, total.	X	Permanent*		
38-02.	Federal Inheritance Tax Record of taxes due upon decedent's estate	X	Permanent**		
39-00.	Transcripts of Testimony and Proceedings in County Court, Probate Division and Superior Court, Law Division, Probate Part.		3 yrs. after case closed		Destroy

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			AGENCY	RECORDS CENTER	
40-00.	<p>Transmittal Sheets for Wills, Administrations and Inventories Copy of information sent to Superior Court, Probate Division quarterly.</p> <p>* Records may be microfilmed 3 yrs. after final judgment or 3 yrs. after appeal in accordance with N.J.S.A. 2A:11-48 and 53. The hard copies of these records may be disposed of provided that the microfilmed copies meet the state microfilm standards. However, all hard copies of records through 1900 are to be kept permanently regardless of microfilming. These records should be stored in county archives.</p> <p>** Microfilm 3 yrs. after final action. The hard copies of these records may be disposed of provided that the microfilmed records meet the state microfilm standards. However, all hard copies of records through 1900 are to be kept permanently regardless of microfilming. These records should be stored in county archives.</p>		1 yr.		Destroy

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9. SIGNATURE OF AGENCY REPRESENTATIVE <i>Robert D. Lipscher</i>	DATE	10. SIGNATURE OF SECRETARY, STATE RECORDS COMMITTEE <i>William C. Wright</i>	DATE APPROV'D 7/24/82
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			AGENCY	RECORDS CTR.	
41-00	Audit Reports on Funds on Deposit with Court, Fees and Commissions Records of money paid into court; list of all bank accounts; daily books, closed out monthly; postage collected; advertising paid out of court service; overpayments; petty cash; attorneys' charge accounts; interest on attorneys' balance; print out sheets and other records of common trust accounts for minors and legatees.				
41-01	Original	X	6 yrs.		Destroy
41-02	Copies	X	3 yrs.		Destroy